

Emergency Services Coordinator

General Definition of Work

Performs intermediate professional work coordinating administrative functions of the Emergency Services Department, and related work as apparent or assigned. Work is performed under the limited supervision of the Emergency Services Director.

Qualification Requirements

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions.

Essential Functions

Plans, develops and implements Emergency Services plans for multiple responses to natural or man-made disasters.

Assists the Emergency Services Director with Emergency Management programs and activities.

Responds to complaints, questions and requests for information regarding services.

Responds to search and rescue missions incidents as needed.

Attends seminars, conferences, workshops, etc. and reviews professional literature as appropriate to enhance and maintain knowledge of trends and developments in fields of emergency services response and management.

Participates in training and instruction programs by individual study and attendance at scheduled drills and classes.

Knowledge, Skills and Abilities

Comprehensive knowledge of modern firefighting and emergency medical and rescue methods: comprehensive knowledge of the use and operation of a wide variety of fire motor, rescue and auxiliary apparatus: comprehensive knowledge of laws, rules and regulations relating to fire control and prevention: thorough skill when operating a generator and standard truck: ability to plan, initiate and carry out long term programs in fire administration, employee training and fire prevention: ability to plan, assign and coordinate activities performed by a large group of employees and volunteers in varied firefighting and rescue work: ability to communicate ideas effectively both orally and in writing: ability to establish and maintain effective working relationships with associates, County officials, outside agencies and the general public.

Education and Experience

High school diploma or GED and considerable experience working in emergency management service or equivalent combination of education and experience.

Physical Requirements

This work requires the occasional exertion of up to 25 pounds of force: work regularly requires speaking of hearing and using hands to finger, handle or feel, frequently requires standing, walking and sitting and occasionally requires climbing or balancing, stooping, kneeling, crouching or crawling, reaching with hands and arms, tasting or smelling, pushing or pulling, lifting and repetitive motions: work has standard vision requirements: vocal communication is required for expressing or exchanging ideas by means of the spoken word and conveying detailed or important instructions to others accurately, loudly or quickly: hearing is required to receive detailed information through oral communications and/or to make fine distinctions in sound: work requires preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, using measuring devices, operating machines, operating motor vehicles or equipment and observing general surroundings and activities: work occasionally requires wet, humid conditions (non-weather), working near moving mechanical parts, exposure to fumes or airborne particles, exposure to toxic or caustic chemicals, exposure to outdoor weather conditions, exposure to extreme cold (non-weather), exposure to extreme heat (non-weather), exposure to the risk of electrical shock, wearing a self-contained breathing apparatus, exposure to blood borne pathogens and may be required to wear specialized personal protective equipment and exposure to bodily fluids: work is generally in a moderately noisy location (e.g. business office, light traffic).

Special Requirements

Emergency Medical Technician – Basis Level Certification must be obtained within 2 years of date of hire

Valid driver's license in the State of North Carolina.

ICS 300 & ICS 400 training must be completed within 2 years of date of hire.

Must be able to obtain a Level III Fire Code Inspection Certification.

Starting Salary: \$41,610

Closing Date: Until filled

Submit Edgecombe County application to: Edgecombe County Human Resources, located in the County Manager's Office, or you may mail the application to: Clancie Pullen, HR Director, PO Box 10, Tarboro, NC 27886